

TERMS & CONDITION OF SALE

Please photocopy and fax back



45 Assembly Street, Edinburgh, EH6 7BQ.

0131 555 0909 0131 554 1177 sales@keyprint.co.uk

IMPORTANT

Please attach a sample of your current letterheading or official order form with this Terms & Condition of sale form.

RETENTION OF TITLE

All goods supplied remain the property of the seller (Keyprint) until payment has been received in full on all contracts between seller or buyer for the supply of goods or services. We reserve the right to recover goods at the customer's expense that have not been paid for within our terms of settlement.

PRICES

The seller's (Keyprint) prices are quoted exclusive of VAT (where applicable). All prices are subject to alteration without notice and the price applicable shall be that ruling at the date of despatch.

CARRIAGE CHARGES

Carriage Paid Orders: Orders valued at £100 or more will incur no carriage charge. This applies only to current stock lines. Items that are ordered specially may incur an additional Carriage Charge. Please check with the Sales Team when ordering.

Standard Carriage Charges: A charge of £6.95 will be applied to orders valued at less than £100 to UK Mainland Business Addresses and £8.95 to Northern Ireland. For customers operating from private addresses our carriers will deliver within 2 days. Other services such as Guaranteed Next Day, Home 24, Saturday Delivery etc are available for an additional charge. For more information on these services please contact our Sales Team.

The Scottish Highlands and Islands, Isle of Man and Isle of Wight will incur a charge of £12.95 on all orders placed.

Safes & K2 Key Cabinets: All Safes and K2 Key Cabinets will be subject to an additional Carriage Charge outwith our normal Terms and Conditions. Again, please check with the Sales Team when placing your order.

Keys Cut to Code: Keys Cut to Code and keys ordered specially will be subject to postage and packaging charges.

MINIMUM ORDER CHARGE

Minimum order charge is £10.00 plus carriage and packing, and VAT. (Excluding keys cut by code). Minimum monthly invoice value £50.00 NETT.

PAYMENT

The total amount shown on the invoice is due within **thirty days** of the date of invoice. Non compliance with Keyprint's terms of payment shall constitute default without reminder. In case of default Keyprint may charge interest at the rate of 2% per month from the date upon which payment falls due. In the event that the buyer shall fail to fulfil the terms of payment in respect of any notice Keyprint may in its sole discretion demand payment of all outstanding balances whether due or not and/or cancel all outstanding orders and/or decline to make further deliveries except upon receipt of cash or satisfactory security, and/or immediate return of the goods.

DESPATCH

Every effort will be made to deliver goods on time but the seller (Keyprint) shall have no liability for any loss or damage caused by delay of delivery. Non-delivery must be advised in writing within seven days of despatch date otherwise the seller will accept no responsibility.

DESCRIPTION

All weights, measurements, dimensions, drawings, capacities, specifications and other particulars contained in photographs, catalogues, price lists or advertising material are only approximate. Such particulars do not form part of the contract and deviations therefrom or subsequent changes in design are not grounds for non-acceptance of the products and do not constitute a breach of the contract.

INSPECTION ON ARRIVAL

The buyer shall inspect the products immediately on delivery and shall notify the seller (Keyprint) within **three days** of delivery of any loss, damage or discrepancy. Failure to do so will bar any claim for breach of contract.

RETURN

We will accept goods 'ordered in error' provided they are returned within **seven days** of receipt, are in their original packaging, suitable for re-sale and the delivery note or invoice number is quoted all with the exception of code keys. (Please note this will incur a handling charge). Code keys are cut individually to the customer's requirements, we are therefore unable to accept the return for credit of keys that have been incorrectly ordered or are surplus to customers requirements. This also applies when ambiguous information is given at the time of ordering.

FAULTY GOODS

Our policy is to replace faulty goods covered by manufacturers warranty. We cannot be responsible for labour or any consequential claim in respect of faulty merchandise. Neither we nor our servants or agents will be under any liability in respect of defects in goods delivered or for any injury, damage or loss resulting from such defects, whatsoever and however caused and whether such injury, loss or damage be by direct or consequential means and not withstanding that the same may be due to the negligent act or omission of ourselves our servants or agents, and our liability under this clause shall be in lieu of any warranty or conditions implied by law as to the quality or fitness for any particular purpose of such goods.

SPECIAL ORDERS LOCKS & KEYS

On occasions when we agree to obtain locks and keys from the original manufacturer we cannot accept responsibility for delays in delivery to us from the manufacturer and will have to charge for these locks and keys when delivery is made. Delivery from some manufacturers is very extended and to amend an order once placed can delay goods on order for other customers.

SIGNS

Engraving and signs are made to customer's individual requirements. We are, therefore, unable to accept the return for credit, plates and signs which have been incorrectly ordered. It is the customer's responsibility to ensure the correct information is given.

COMPANY NAME:
ADDRESS:
.....
.....
POSTCODE:
TELEPHONE:
FAX:

I HEREBY DECLARE TO ADHERE TO THE TERMS AND CONDITIONS OF SALE OF KEYPRINT.

SIGNATURE:
NAME:
POSITION IN COMPANY:
DATE:

APPLICATION FOR CREDIT ACCOUNT

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Please attach a sample of your current letterheading or official order form with this application form.

1	Full Name or Company Trading Title													
2	Telephone Number	Account Contact:												
3	Accounting Address (address from which payments will be made)	Postcode:												
4	Invoices to be sent to (if same as accounting address, please state 'As 3')	Postcode:												
5	MONTHLY CREDIT LIMIT REQUESTED	£	Do you require official orders for release of materials ?							YES/NO				
6	If limited company - Registered Office address (if same as accounting address, please state 'As 3')	Postcode:												
7	If not a limited company - Name and Home address of PROPRIETOR(S) OR PARTNER(S) (if insufficient space, please attach list)													
		Tel:					Tel:							
8	Company Information	Company Reg No:					Vat No:							
		How long established ?:					No. of employees:							
		Nature of business:												
9	Bankers name and address						Sort Code:							
							Acc. No.:							
		Postcode:												
10	Is your company a member of a larger group ?	Yes/No	Yes - state group:											
11	Trade Referees Please give name and addresses of two companies with whom you have a credit account and do regular business	(1)												
		Postcode:												
		(2)												
		Postcode:												

If credit facilities are granted, I/We undertake to adhere to your Conditions of Sale (on previous page). I/We understand that your credit terms are that payment is due within 30 days of the date of Keyprint's invoice.

Signature Director/Partner/Principal Date.....

C.S.U. Notes:	Computer input		
	A/C No.:	Branch:	Credit Limit:
Credit Limit Agreed:	Rep No.:	Customer Class:	Inv Copies:
Authorised By:	Official Order:	Terms Code:	Code:
Date:			